



Student Absence Self-Declaration Form

Short term: Up to 72 hours (under 3 days)

This Student Absence Self-Declaration Form is intended to replace the need for a medical note and supporting documentation from a health care provider when, in the case of a short-term medical condition or personal events or circumstances beyond the control of the student which seriously impair the student's ability to meet academic obligations, a student wishes to seek an academic accommodation. The request is to be made in good faith by the student requesting the academic accommodation due to a short-term condition or circumstance that impacts their academic activities (e.g., participation in academic classes, delay in assignments, etc.).

The period of this short-term medical condition or circumstance for academic accommodation must fall within a 72-hour (3-day) period. This period includes weekends.

The form needs to be submitted to your instructor either during your brief absence or, in cases where you are too unwell, within 24 hours of the end of your 3-day brief absence. The form may be used for medical conditions (including physical or mental health concerns) or personal events or circumstances (e.g., housing insecurity, gender-based and sexual violence).

The form may be submitted by email or within your course site in Brightspace, if this option has been activated by your instructor.

Note 1: The Student Absence Self-Declaration Form may only be used once per course per term. Additional uses are only permitted at the discretion of the instructor.

Note 2: In cases where a student has a medical circumstance that will impact academic activities that exceeds 72 hours (3 days), or in the case of a request for a deferred exam, the [Brock University Medical Verification Form](#) must be submitted.

Student name: _____ Student number: _____

Brock email: _____ Date(s) of brief absence: _____

Section A: Academic Requirements Needing Accommodation

Course: _____ Term: _____ Instructor/Supervisor: _____

Academic requirement missed during brief absence for this course:

- | | | |
|---|---|--|
| <input type="checkbox"/> Attendance / Participation | <input type="checkbox"/> Test | <input type="checkbox"/> Placement/Fieldwork |
| <input type="checkbox"/> Lab / Tutorial / Seminar | <input type="checkbox"/> Midterm examination | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Written assignment | <input type="checkbox"/> Group work | |
| <input type="checkbox"/> Quiz | <input type="checkbox"/> Thesis/Dissertation obligation | |
| | <input type="checkbox"/> Oral presentation | |

Section B: Self-Declaration of Brief Absence

I am submitting this self-declaration as a request made in good faith for academic consideration for a **maximum of 72 hours**. I expect to resume all academic obligations after this 72-hour period. (Please initial below)

_____ I declare that I am unable to attend class or complete academic work due to experiencing an acute medical condition or a personal event or circumstance that has temporarily impaired my physical and/or mental health.

_____ I understand that it is my responsibility to submit this form as soon as the need is apparent (and no later than 24 hours after the end of my brief absence), and to follow-up with my instructor(s) and/or graduate supervisor about missed academic requirements.

_____ I understand that providing any false or misleading information or using this form to delay or avoid fulfilling academic requirements, constitutes a breach of academic integrity as outlined in the [Brock University Academic Integrity Policy](#).

Student signature: _____ Date: _____

Section C: Delegate

I consent for the following person (name) _____ to act as a delegate on my behalf (i.e., submit documentation) as I am currently unable to take action for myself. Please note that if a student is incapacitated, a substitute decision-maker/attorney may act on their behalf without the student signature.

Student signature: _____ Relationship to delegate: _____

Section D: Submitting this Form

The form needs to be submitted to your instructor either during your brief absence or, in cases where you are too unwell, within 24 hours of the end of your 3-day brief absence.

Information about the Student Absence Self-Declaration Form (less than 72 hours)

When should this form be used?

- If you (a student) are experiencing an unexpected acute illness (e.g., stomach flu) that has led to physical or psychological impairment of sufficient severity that you feel you are temporarily unable to meet required academic requirements.
- If you (a student) are experiencing a mental health concern or a personal events or circumstance (e.g., housing insecurity, food insecurity, gender-based and sexual violence) that has led to physical or psychological impairment of sufficient severity that you feel you are temporarily unable to meet required academic requirements.
- This is for brief absences when you expect to return to full academic functioning within 72 hours.
- Submit this form no later than 24 hours after the end of your brief absence. Submit to your instructor and/or supervisor directly (or via Brightspace if configured for the course).

When should this form not be used?

- If you become ill during an exam. In this instance, you must submit a [Brock University Medical Verification Form](#).
- If your brief absence is not associated with any loss of marks.
- If your brief absence is not related to an unexpected acute medical condition or personal events or circumstances beyond your control and which seriously impair your ability to meet academic obligations.
- If you have a personal or family event (e.g., vacation, wedding) to attend or other competing commitments that you are aware of in advance of your academic commitments. In such cases, you should consult directly with your instructor and/or graduate supervisor.

Do I need to get documentation from a doctor or other professional to support my brief absence?

- No. This self-declaration form replaces the need for a sick note or supporting documentation. Acute illnesses may take a few days to resolve and students who are acutely ill (e.g., vomiting, diarrhea, fever) should remain at home and rest to avoid spreading illness to others. The Student Wellness and Accessibility Centre does not provide documentation for brief, acute, self-limiting illnesses.

What academic accommodation might I receive?

- At the discretion of the instructor or supervisor, accommodation may include: an excused absence; an extended or deferred deadline; a modified schedule for assignments, labs, placements, projects or comprehensive exams; a deferred project; an alternative assignment; or a re-weighting of marks.

Under what circumstances may instructors deny the use of this form?

- If your absence exceeds 72 hours (3 days).
- If you fail to submit this form within 24 hours of the end of your 3-day brief absence.
- If you become ill during an exam.
- If you have a personal or family event (e.g., vacation, wedding) to attend or other competing commitments.
- If you are seeking academic accommodation due to participation in an approved student activity such as a conference, performance or competition.
- If you are seeking academic accommodation on religious grounds.
- If you have already used this process once in the given term for the course.

If your request has been denied, but you have met the Student Absence Self-Declaration Form criteria, please reach out to [the Office of the Student Ombuds](#) for guidance.

Policies and procedures beyond the scope of the Student Absence Self-Declaration Form:

- If you anticipate that you will need academic accommodation for more than 72 hours, you will need to complete the [Brock University Medical Verification Form](#).
- If you are seeking academic accommodation due to a disability, please contact [Student Accessibility Services](#) to arrange appropriate accommodations.
- If you are seeking academic accommodation due to participation in an approved student activity such as a conference, performance or competition, please refer to the “[Accommodation for Student Activities](#)” process in the [Faculty Handbook](#) to seek accommodation for absences.
- If you are seeking academic accommodation on religious grounds, please refer to the “[Accommodation for Students on Religious Grounds](#)” process in the [Faculty Handbook](#).
- If you feel you are unable to meet academic requirements due to experiencing high levels of academic stress or due to an ongoing health condition, you should go to the [Student Wellness and Accessibility Centre](#) for support and to discuss any short-term or long-term accommodation needs.